

State Project Number: 737-99-1112

Indirect Cost Plan Development

Addendum No. 1 (Inquires and Responses)

1. Does DOTD have a current indirect plan? If so, is a copy of the most recent plan available?

Response: No (See #8)

2. What 12-month period constitutes the State's fiscal year?

Response: July 1 – June 30

3. On what fiscal year should the proposed cost allocation plan be based?

Response: FY11

4. Section 2.3 Scope of Services and Travel Inquiry:

- a. Can the state provide any direction on the expected amount of travel per month?

Response: Whatever it takes – DOTD staff in Baton Rouge

- b. Can the state provide any detail on where said travel would occur?

Response: To Baton Rouge

- c. Is any travel required for meetings outside of Louisiana?

Response: No, not expected.

- d. Depending on amount of staffing determination provided under RFI Section II- Staffing what direction can the state provide for the need for all consultants to travel? Specifically will the entire staff need to travel?

Response: If necessary to Baton Rouge. Any meetings presentations, etc. with DOTD or FHWA would be in Baton Rouge.

5. Staffing Inquiry:

- a. Can the state provide direction on staffing requirements? This is a derivative of "Attachment II – Price Proposal" as the table appears to indicate two staffing positions.

Response: The table is to be used as a sample format for submitting Cost Statement. Proposer should formulate staff requirements.

- b. Can the state provide determination if proposed staff has certifications from industry that the certified individuals would be valued higher than unaccredited staff?

Response: Proposers will be rated based on qualifications. Certifications may contribute to this rating.

- c. Can the state provide advice of preferred experience in state versus federal contract experience for proposed staff?

Response: State IDC plan preferred.

6. Section 1.2 Scope of Services:

- a. “The consultant shall research best practices utilized by other state transportation agencies and consider their applicability to the Louisiana Department of Transportation and Development” and shall it be left to the consultant to establish extents of best practice research of other agencies?

Response: Yes, should be demonstrated why this is best practice.

- b. “The consultant shall research best practices utilized by other state transportation agencies and consider their applicability to the Louisiana Department of Transportation and Development” and should this research be limited to state transportation agencies of comparable regions, demographics and transportation budgets?

Response: Not limited

- c. “The consultant shall research best practices utilized by other state transportation agencies and consider their applicability to the Louisiana Department of Transportation and Development” and should this research be limited to state transportation agencies with comparable cost indices?

Response: No

- d. “The Indirect Cost (IDC) Plan shall provide a method for calculating indirect cost rates for federal projects employing the Department’s SAP ERP system, LaGov” and for the purposes of previewing the estimating level of effort required will the department’s SAP ERP system be available/accessible for said preview?

Response: Yes if necessary (anyone interested) through inquiry. We will need to schedule a conference call through Financial Services with LaGov to address any questions concerning the system.

- e. “The Consultant will assist the Department with the submission of the Plan to Cognizant Agency by June 30, 2011” and inquiry for clarification that the Handbook/Manual shall be a component of the Plan Package to be submitted?

Response: Yes

- f. “The Consultant will continue to assist the Department through the approval process and post-approval with the implementation of the IDC Plan” and inquiry concerning if the Department will provide an estimated duration for level of effort cost/pricing data?

Response: Proposal should include initial implementation and subsequent annual update to plan.

- g. “The Consultant will deliver an Indirect Cost Plan Handbook/Manual at the conclusion of the project and train Department staff in the use, execution and maintenance of the approved Indirect Cost Plan” and request for clarification concerning the extent and duration of staff training may best be quantified in advance of price? In short can we receive a level of effort in order to establish a bid price for said line item?

Response: Anticipate training 3-5 DOTD staff.

7. Section 3.3 – Minimum Qualifications:

- a. Due to on-going federal work within Louisiana much of experience pertaining to OMB and federal programs may not be available for release. If that occurs will that be held as a negative rating factor?

Response: Yes

- b. Are federal references more valued than state or local?

Response: No

- c. Should a registered professional engineer be provided for the purposes of this contract?

Response: No

- d. Is a CPA required for this project?

Response: No

8. General: Has LDOTD or a Consultant previously prepared a cost allocation plan for LDOTD? If yes, when was the plan prepared and who conducted the work? Also, in the case that a Consultant prepared the plan, what were the fees involved?
Response: No (See #1) DOTD has a negotiated rate with FHWA, based on legacy data. There is no relevant data to provide.
9. General: How many central service (or indirect) departments are anticipated for LDOTD? How many user (or direct) departments are anticipated?
Response: Defers to consultant to make recommendations.
10. General: What purpose will LDOTD use the cost allocation plan for?
Response: To seek reimbursement for cost reimbursement from FHWA.
11. General: Does LDOTD have a budget (or budget range) for this project? If yes, what is the budget or range?
Response: No, general budget authority is available.
12. RFP Section 1.2: Please identify the time period for actual expenditures being included for the cost allocation plan.
Response: Previous fiscal year.
13. RFP Section 1.2, Second Paragraph, Last Sentence: Please describe if LDOTD is seeking the Consultant to provide a cost allocation report with instructions how to read and use the report, or, provide a cost allocation tool for LDOTD to be able to generate their own cost allocation report going forward.
Response: Report should be prepared with supporting methodology and tools to maintain and update by DOTD or consultant for future periods.
14. RFP Section 1.4, No. 1: Our understanding is that SAP will only be used to report actual expenditures. Please clarify if SAP will be used for additional purposes.
Response: Used to report expenditures and to allocate costs.
15. Section 1.2 Scope of Services of the RFP says “Consultant shall research best practices utilized by other state transportation agencies and consider their applicability to the Louisiana Department of Transportation & Development”. Does the Department have a targeted or minimum number of other state transportation agencies that it desires the consultant to research best practices from? We prepare cost allocation plans and indirect cost rates for dozens of state agencies, including some transportation agencies, each year

and have significant cost allocation best practice knowledge – would applying that knowledge to this project be sufficient, or does the Department desire ‘fresh’ research as a distinct component of this project?

Response: No target or minimum. Consultant should include relevant practices to deliver effective plan to DOTD

16. Section 1.4.1, bullet #2 Goals and Objectives says” Develop methodology using SAP ERP financial system”. Please clarify whether the Department expects the cost allocation plan to be prepared based on financial and other information derived from the SAP ERP system, or whether the cost allocation plan should be developed within the SAP ERP system. Many financial systems have a ‘cost allocation’ or similarly named module within them, but they typically do not produce output that is acceptable to Federal cognizant agencies for OMB A-87 cost allocation purposes.

Response: Consultant should make determination based on analysis of SAP/ERP. Our expectation is that FHWA will accept the output delivered from SAP for cost allocation purpose.